

## St Joseph's Pre-school's invoices to parents/carers – explained

St Joseph's Pre-school adheres to the requirements of the Department for Education's guidance entitled "Early Education and Childcare (effective from 1 April 2025)". The Pre-school's Policies: 4.10 Payment of Fees has been updated accordingly and the latest version can be found via the Pre-school's section of St Joseph's Catholic Primary School's website. It details the rates that the Pre-school charge.

Your child's half-termly invoice will be set out against the following categories (as applicable):

- **Free entitlement hours:** If your child is in receipt of funding this will be detailed under this heading. It will quote the number of hours of funding entitlement that you have decided to allocate to St Joseph's Pre-school. There is no charge for this.

As a setting, via our Local Provider Agreement with Gloucestershire County Council we are able to receive the following funding in the term after your child has turned 9 months old or 2 years old or 3 years old:

- *9 to 23 months old Working Parents funding:* up to 30 hours free funding entitlement available from September 2025 – parent/carer needs to apply;
- *2 year old Working Parents funding:* up to 30 hours free funding entitlement available from September 2025 – parent/carer needs to apply;
- *Disadvantaged 2 year old funding:* 15 hours universal entitlement available – parent/carer needs to apply. Note that from September 2025 parents/carers are also able to apply for the 2 year old Working Parents funding. If eligible they will have 30 hours/week free funding available to use;
- *3 & 4 year old funding:* automatic entitlement, no application needed, for 15 hours universal entitlement;
- *3 & 4 year old Working Parents funding:* 15 hours universal entitlement available – parent/carer needs to apply.

For more information on funding available, please refer to our document entitlement "[Nursery Education Grant](#)" which can be found on the Pre-school's section of St Joseph's Catholic Primary School's website.

- **Additional private paid hours:** these are hours that your child attends that are not covered by the above funding, and can include:
  - *Contracted hourly fees:* ie. those hours over and above your child's funded hours that they attend the setting between the hours of 9am and 3pm;
  - *Early Morning Session (EMS) – contract:* Early Morning Sessions are run 8.45am to 9am Monday to Friday and this records those sessions regularly attended by your child;

In addition, if there is an Inset Day or a Bank Holiday and your child is not in receipt of any funding, then any credits will be detailed accordingly under the "Additional private paid hours – contracted hourly fees" as applicable. For more information, please refer to 4.10 Payment of Fees.

Likewise, on occasion the Pre-school closes early in line with St Joseph's Catholic Primary school, for example on the last day of a term at Christmas, Easter or at the end of school year, then if your child attends on that last day and you pay for additional "contracted hours", then a credit will be applied to your child's invoice.

- **Food charges:** we do not currently charge for meals and snacks, but if we did the charge would not exceed the reasonable cost of the food provided. The majority of our pre-school children have packed lunches – provided by parents/carers. However, if you opt for your child to have a “school dinner” – provided by Caterlink, St Joseph’s Catholic Primary School’s caterers, then please refer to 1.21 Food and Drink – healthy eating policy, for more details. This can be found on the pre-school’s section of St Joseph’s Catholic Primary School’s website.
- **Non-food consumables charges:** Chargeable extras are not a condition of taking up a free place at St Joseph’s Pre-school. The DfE guidance confirms that we can charge for:
  - consumables used by the child (eg. sun-cream or disposable wipes).
- **Extra optional activities**  
NB these are all optional and on the basis of parental choice and a willingness to meet the charges. Extra optional activities can include:
  - events (eg. health week, summer trip);
  - celebrations (eg Chinese New Year);
  - specialist tuition (eg. a session run by an external group/body/person, eg. music or dance); or
  - other activities that are not directly related or necessary for the effective delivery of the Early Years Foundation Stage (EYFS) statutory framework.

Note that the Pre-school has a Debt Procedure (4.10.3). This will be followed if you do not settle your child’s invoice by the payment date, unless a payment plan has been agreed. If this is the case then, if we are chasing, an Admin Fee will be applied to your child’s invoice. This will come under the category **Additional private paid hours**.

- *Admin Fee:* only charged if you are late paying an invoice(s) which has been issued during a half-term. For more information refer to 4.10.3 Debt Procedure.

#### *Reservation fee*

This is charged to secure your child’s place at St Joseph’s Pre-school. Your child’s deposit will only be refunded where a child is receiving funding for all the hours they attend the setting between the hours of 9am to 3pm. If your child is in receipt of 15 hours funding but is attending 16+ hours/week, the deposit will not be refunded, but if your child is in receipt of 15 hours/week and is also attending any Early Morning Session(s), then you will receive your deposit back. See 4.10 Payment of Fees for more details on how we credit the deposit.

Where applicable, this will show on a child’s invoice as a *Parent Discount* and as part of the **Additional private paid hours**.

#### **Other parent/carers invoices**

Other invoices that may be issued during a half-term period include:

- *Early Morning Session (EMS) – ad hoc:* this records any “one off” or small run of sessions that you may book at short notice for your child during a half-term period;
- *Extra Sessions:* charged at the Pre-school’s normal hourly rate and must be booked as much in advance as possible. Extra hours within Pre-school’s core hours (ie. 9am to 3pm). See 4.10 Payment of Fees for more details;
- *Late Fees:* charges are applied if you are late picking up your child from a session. See 4.10 Payment of Fees for more details

These charges will all come under the category **Additional private paid hours**.